

Louisiana Emergency Rental Assistance Program

Rental Assistance Voucher

Tenant Name: _____

Voucher Number: _____ Issued On: _____ Expires On: _____

Number of Household Members: _____ *Unit Size: _____

*This is the number of bedrooms for which the tenant household qualifies for.

1. Rental Assistance Program (not to exceed 12 months)

This Voucher has been issued by the Louisiana Housing Corporation to the Tenant identified above who is eligible to participate in the Louisiana Emergency Rental Assistance Program. Under this program, the program administrator makes monthly payments to a Landlord on behalf of an eligible Tenant. The tenant selects a decent, safe and sanitary dwelling unit and the Louisiana Housing Corporation makes payments to the Landlord to help the Tenant to afford the rent.

When the Louisiana Housing Corporation issues this Voucher, it fully expects to have money available to provide assistance. **However, the Louisiana Housing Corporation is under no obligation to the Tenant or the Landlord or any other party until the Louisiana Housing Corporation has approved the unit and entered into an Agreement with the Landlord and the Tenant.**

2. Key Steps in Using this Voucher

- A. The Tenant has 60 days to use the Voucher. If a Request for Unit Approval has not been submitted by the expiration date shown above, the Voucher will expire unless the Louisiana Housing Corporation approves an extension.
- B. After the Louisiana Housing Corporation receives the Request for Unit Approval, the Louisiana Housing Corporation will inspect the unit and review the Landlord's lease. If the unit meets the program's standards and the rent for the unit is reasonable, the Louisiana Housing Corporation will notify the Landlord and the Tenant that the unit has been approved.

NOTE: If the unit or lease cannot be approved, the Louisiana Housing Corporation will give the Landlord an opportunity to correct the problem, or the Tenant can begin to look for another unit.

- C. The Louisiana Housing Corporation will then work with the Landlord and the Tenant to execute all of the necessary documents as follows:
 - The Landlord and the Tenant must sign a Louisiana Housing Corporation approved lease.
 - The Landlord and the Louisiana Housing Corporation must sign a Contract.
 - Once all necessary documents have been signed and the Tenant moves into the unit, payments to the Landlord will begin.

3. Security Deposit

The Louisiana Housing Corporation will pay a security deposit to the Landlord consistent with local market practices. When the Tenant moves out, any reimbursement of the deposit that is due from the Landlord under state and local laws will be paid to (the Tenant/the Louisiana Housing Corporation).

4. Tenant and Louisiana Housing Corporation Share of the Rent

- A. The portion of the rent payable by the Tenant to the Landlord ("tenant's share") is calculated based upon the Tenant's ability to pay. The Tenant must provide the Louisiana Housing Corporation with information about income, assets and other family circumstances that affect the amount the Tenant will pay. The Tenant's Share may change as a result of changes in income or other family circumstances. The Tenant is also responsible for payment of all utilities not included in the rent.
- B. Each month the Louisiana Housing Corporation will make a rental payment to the Landlord on behalf of the Tenant. The monthly payment will be equal to the difference between the approved rent the Landlord is charging and the Tenant's share of the rent.

5. Requirements for Participating Tenants

The family must:

- supply information about the family's income, assets, and other family circumstances that affect eligibility and the amount of the Tenant's share, and cooperate fully with annual and interim re-examinations;
- allow the Louisiana Housing Corporation to inspect the unit at reasonable times and after giving reasonable notice;
- notify the Louisiana Housing Corporation when any person moves in or out of the unit and before vacating the dwelling unit; and
- use the dwelling unit as the family's principal place of residence and solely as a residence for the family.

The Tenant must not sub-lease or assign the lease.

6. Length of Rental Assistance

- A. The assistance offered by the Louisiana Housing Corporation will not exceed 12 months.
- B. Assistance under the Louisiana Emergency Rental Assistance Program is not guaranteed. Assistance may be terminated if:
- at any re-examination the Tenant's income is greater than the published income limit for the program;
 - the Tenant is evicted from the assisted unit;
 - the Tenant provides false information or commits any fraud in connection with the program, or fails to cooperative with required re-examinations; or
 - funding for the Louisiana Housing Corporation's Emergency Rental Assistance Program is terminated.

The Louisiana Housing Corporation will give the Tenant at least 30 days' notice of termination of assistance.

7. Equal Housing Opportunity

If a Tenant has reason to believe that he/she has been discriminated against on the basis of age, race, color, creed, religion, sex, handicap, national origin, or familial status, the Tenant may file a complaint with HUD. HUD has set up a "hot line" to answer questions and take complaints about Fair Housing and Equal Opportunity. The toll-free number is (800) 424-8590.